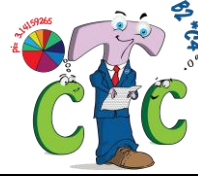




Quick Reference Guide 5

Excel 2013 for Windows

Comparing Workbooks

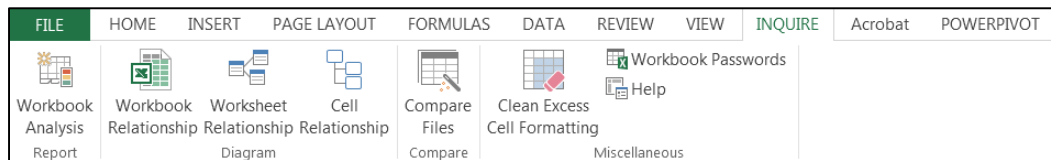
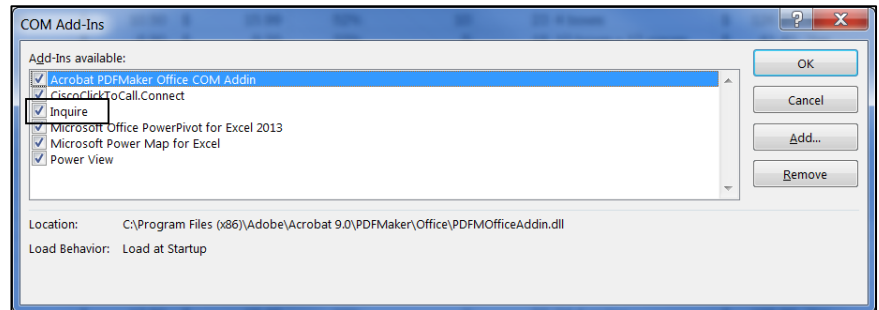


With Excel 2013, you can compare two workbooks and review changes. Excel will open the resulting comparison in a separate window that displays both compared spreadsheets in a split screen. If you navigate to a change in one spreadsheet, the other spreadsheet moves to the same location. Excel uses fill colors to mark the edited cells. This view (shown on page 2) includes the color legend Excel used to mark the changes and a change list that can be exported as record of the comparison.

To access the comparison features, you must first enable the **Inquire Add-In** Ribbon.

Enable Inquire Ribbon

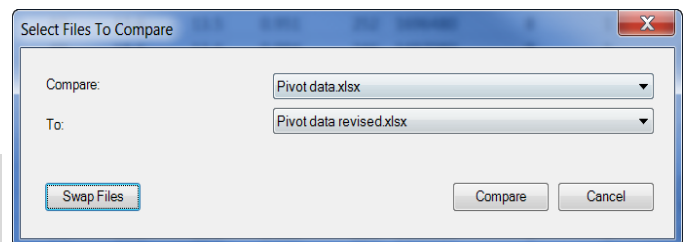
1. Click on **File Tab | Options | Add-Ins**. The *Excel Options* window appears with the Add-Ins screen displayed.
2. On the **Add-Ins** window, click the **Manage** drop-down arrow and select **COM Add-Ins**.
3. Click **Go**. The *COM Add-Ins* dialog box displays (shown right).
4. Click the checkbox to enable the **Inquire** Add-In. Click **OK**. The ribbon (shown below) will display.



Compare Two Workbooks

1. Open the two workbooks to be compared.
2. From one of the two files, click **Inquire tab | Compare Files**. The *Select File to Compare* dialog box displays (shown right).
3. Ensure the correct files are selected. If not, click the drop-down arrow for the **Compare** and **To** fields and select the correct files.

*The file in the **Compare** field will be treated as the original, while the file in the **To** field will be treated as the revised. If that is not how you want them to be compared, click **Swap Files**.*



4. Click **Compare**. The *Spreadsheet Compare* screen displays (shown on the next page).

Ready - File 1: [Pivot data.xlsx] - File 2: [Pivot data revised.xlsx] - Total Displayed Items: 4

- Click the **checkbox** beside the color-coded change type to display/hide that marked change type.
- Click **Compare Files** to compare two other workbooks.
- Click **Show Formulas** to display the formulas in the cells.

*When Showing Formulas, the cell size may not adjust to display the content of the entire formula. Click **Resize cells to fit** to adjust the width of cells to the width of the content in them.*

- Click **Show Workbook Formatting** to display/hide the formatting in the spreadsheet rather than the color-coded marked changes. This button is a toggle on and off. Click a second time to display the marks again.

Exporting Results

You cannot print the compared spreadsheets with the marked changes but you can export the results list as an Excel spreadsheet to retain the comparison.

*You can also copy the results list to the clipboard, to then paste into another file, by clicking **Copy Results to Clipboard**.*

- Click **Export Results**. The *Save As* dialog box displays.
- Navigate to the appropriate folder location.
- Enter a name for the spreadsheet in the *Save as type* field.
- Click **Save**.